

# VOLUNTEER POLICY

## (COMMUNITY POLICY)

### 1. Scope

The Volunteer Policy (this 'Policy') applies to all volunteers and volunteer programmes managed by Livingstone Shire Council.

### 2. Purpose

To guide the co-ordination of volunteers undertaking a role on behalf of Livingstone Shire Council and to make the volunteering experience a valuable and rewarding one for all.

### 3. References (legislation/related documents)

#### Legislative references

*Local Government Act 2009*

*Work Health and Safety Act 2011*

#### Related documents

Code of Conduct

Drug and Alcohol Policy

Drug and Alcohol Procedure

Equal Employment Opportunity Policy

Fitness for Work Directive

Immunisation Directive

Immunisation Procedure

Prevention of Workplace Bullying, Sexual Harassment and Discrimination Directive

Public Interest Disclosure Policy

Smoke-Free Workplace Directive

Volunteer Program Handbook

Volunteer Procedure

Workplace Health and Safety Issue Resolution Procedure

Workplace Health and Safety Policy

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Community	Residents, ratepayers, businesses, organisations and groups who have an interest in the area served by Council.
Council	Livingstone Shire Council.
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a Volunteer by the Chief Executive Officer and/or delegate.

Volunteering	Is the commitment of time and energy to the provision of services and programmes which benefit the community. It is undertaken freely and by choice, without financial gain and in designated volunteer positions only. Volunteering takes many forms and can take both an episodic informal and a more structured formalised approach.
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## 5. Policy Statement

Livingstone Shire Council values the significant contribution made by community members who volunteer their time to support a number of diverse Council programmes and services. Volunteers significantly enhance the quality of life, community spirit and leisure time opportunities and volunteering promotes enduring social, cultural, environmental and economic value to Council and the community. Council also recognises that it is important for members of the community to have the opportunity to participate more in community life and to give of and develop their skills, interests and expertise. Without volunteers Council would be unable to offer the quality and depth of programming and services provided to the community.

Council is committed to meeting best practice standards for the community volunteer programme and providing a collaborative, supportive and safe working environment for volunteers. In addition Council aspires to make the volunteer experience an enjoyable and rewarding one and to encourage personal and professional growth for volunteers.

### 5.1 Application of the Volunteer Policy

This Policy relates only to roles undertaken by volunteers within Council programmes and services and does not include work experience, student placement, employment programmes or associated with a disaster event. A volunteer is subject to Council's volunteer induction and rostering process and all relevant policies and procedures including the Workplace Health and Safety Policy and the Code of Conduct. It does not include those individuals or groups who are providing an advisory or consultation service to Council.

The co-ordination of community volunteers is to be undertaken in accordance with the information contained in the Livingstone Shire Council volunteer programme handbook. The handbook provides sound advice on matters relating to a community volunteer programme, co-ordination and related Council policies and procedures.

### 5.2 Intent of the Volunteer Policy

This Policy outlines Council's intent in undertaking a community volunteer programme where:

- a) The intent of the programme is that volunteer positions will be enriching for the community of Livingstone Shire, the Council, programme participants and volunteers;
- b) The community volunteer programme will be effectively co-ordinated, supported and resourced;
- c) Volunteers will be an integral part of the Council team and treated equally to all staff, in terms of respect and dignity;
- d) Volunteers will enhance the work of paid staff, never replace nor supplant it;
- e) Volunteers will be provided the opportunity to work in areas which are satisfying to them and within their expertise;

- f) Adequate training and support will be provided for volunteers to undertake their role;
- g) There will be open communication with volunteers and access to all related policies, procedures and information pertaining to volunteers and their specific role.
- h) Council will celebrate, recognise and acknowledge the contribution of its volunteers; and
- i) Volunteers will work in a supportive and safe work environment.

## 6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- a) The related information is amended/replaced; or
- b) Other circumstances as determined from time to time by the Council.

## 7. Repeals/Amendments

Version	Date	Action
1	18/07/2017	Adopted
1.1	03/09/2018	Administrative Amendments – reflect organisational restructure
1.2	04/03/2020	Approved Administrative Amendments – update to definition of volunteering

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